



Board of Commissioners Work Session

October 18, 2023

MINUTES

Vice Chairman Victor Hunt called the October 18, 2023 Work Session to order, followed by a moment of silence and the Pledge of Allegiance. Others present included Commissioner Tare Davis, Commissioner Jennifer Pierce, Commissioner Walter Powell, County Manager Vincent Jones, and County Attorney Shiekell Richardson. Chairman Bertadean Baker was unable to attend.

The Warren County Health Department was recognized for earning the Dr. Sarah Taylor Morrow Health Department of the Year Award.

1. ADOPT SUGGESTED AGENDA

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the Suggested Agenda was approved.

2. BI-ANNUAL REPORTS

Written Bi-Annual Reports were provided for the Board's information.

A. Animal Control Bi Annual Report (written only)

B. Tax Administration (written only)

C. Community and Economic Development

3. DISCUSSION ITEMS

A. Small Business and Entrepreneur Support Services - Commissioner Davis

Commissioner Davis stated that the possibility of providing Small Business and Entrepreneur Support Services has been discussed in the past. Commissioner Davis stated he would like to know if there is a desire to start a program, and asked if ARPA funds could be used to provide assistance. Commissioner Pierce noted that \$50,000 of ARPA funds were identified in FY23 as funds that could be used in a marketing campaign for Warren County businesses and that was done. Commissioner Pierce noted that Person County started a loan program for businesses and it did not go well, and that there are other resources for small businesses. It was noted that Community and Economic Development Director Charla Duncan presented a program to the Economic Development Commission previously. County Manager Vincent Jones stated that specific uses were identified for all of the ARPA funding and no other ARPA dollars are available. After more discussion, the Board agreed to have Community and Economic Development Director Charla Duncan present the program that was previously developed and presented to the Economic Development Commission at an upcoming Board of Commissioners meeting.

B. 429 W. Ridgeway Street Design Plan - Crystal Smith, Senior Assistant to the County Manager

Ana Wadsworth and Thomas Madre of The Wooten Company provided an overview of the design plans for 429 W. Ridgeway Street. Three options for the Farmers Market Pavillion were provided in the overview. A cost estimate is not available at this time, but it was noted that we do have a \$500,000 grant to help with cost of this project. Senior Assistant to the County Manager Crystal Smith asked that the Commissioners decide on which option they would like to look into. Once it is established which option to look at, the question of cost is easier to determine. The consensus of the Board of Commissioners is to work with Option 1.

C. 1st Quarter Financial Report - Nikki Dickerson, Finance Director

Finance Officer Nikki Dickerson presented the 1st Quarter Financial Report and Audit Update

D. Review of Upcoming Policy Changes - County Manager Vincent Jones

1. Consider Approval of Amendment to the Board of Commissioners Rules of Procedure to Allow a Commissioner to Attend Meetings Virtually - County Attorney Shiekell Richardson

An update to the Board of Commissioners Rules of Procedure was presented that would allow remote attendance at Board of Commissioners meetings if a Commissioner is unable to attend in person. This item will be placed on the November 6, 2023 agenda for approval.

2. Tuition Reimbursement Policy - Sierra Thomas, Human Resources Manager

Human Resources Manager Sierra Thomas presented a Tuition Reimbursement Policy. This policy will be placed on the November 6, 2023 Regular Meeting Agenda for approval.

3. Telework Policy Amendments - Sierra Thomas, Human Resources Manager

Human Resources Manager Sierra Thomas presented amendments to the Telework Policy. These amendments will be placed on the November Board of Commissioners Regular Meeting Agenda for approval.

E. EMS 24/72 Schedule Policy - Chris Tucker, Interim Director and Chris Pegram, EMS Division Chief

On motion of Commissioner Davis, seconded by Commissioner Pierce, and duly carried by unanimous vote, the EMS 24/72 Schedule Policy was approved with an effective date of October 30, 2023.

F. Consider Appointment of Deputy Finance Director - Nikki Dickerson, Finance Director

On motion of Commissioner Pierce, seconded by Commissioner Powell, and duly carried by unanimous vote, Stevelyn Riggan was appointed as Deputy Finance Officer at an annual salary of \$51,500.

G. Review of Warren County Opioid Settlement Plan - Health Director, Dr. Margaret Brake and County Manager Vincent Jones

Health Director Dr. Margaret Brake presented an overview of the Warren County Opioid Settlement Plan. This plan will be placed on the November 6, 2023 Regular Meeting Agenda for approval.

H. 2024 Meeting and Holiday Schedules - Paula Pulley, Clerk to the Board

Clerk to the Board Paula Pulley presented the proposed 2024 Board of Commissioners Meeting Schedule and 2024 Holiday Schedule. These schedules will be placed on the November 6, 2023 Regular Meeting Agenda for approval.

1. 2024 Board of Commissioners Meeting Schedule

2. 2024 Holiday Schedule

4. ADJOURN October 18, 2023 BOARD MEETING

On motion of Commissioner Davis, seconded by Commissioner Powell, and duly carried by unanimous vote, the October 18, 2023 Work Session was adjourned.

Paula Pulley, Clerk to the Board